



## Wisconsin Association for Home and Community Education, Inc.



The Wisconsin Association for Home and Community Education, Inc. is a nonprofit educational organization comprised of member associations in 47 counties in Wisconsin. The organization is unique in that the members extend the information they receive from the University faculty and other reliable sources to the membership and community. Program planning and leadership training are provided by a collaborative effort of WAHCE, Inc. and University of Wisconsin Division of Extension. Educators support WAHCE through a UW Division of Extension Point of Contact and available county level Extension Educator liaisons upon request. The Extension faculty serve as liaisons to both the state and county HCE Associations. Education programs are developed after careful study of statewide concerns.

### WAHCE Values

- Families and communities
- Opportunities for personal growth through learning, sharing and volunteering
- Meeting great people and forming friendships and enjoyment
- Volunteering to make a difference
- Leadership



### WAHCE Member's Pledge



1. I will treat others in a respectful manner.
2. I will assume the best of others.
3. I will listen and make an effort to understand and respect other's point of view.
4. I will accept assignment(s) with an open mind, a willingness to learn, and be mindful of deadlines.
5. I will be dependable, recognizing the commitment and responsibility to my volunteer assignment(s).
6. I will speak and act in a way that does not demean or offend others.
7. I will be respectful of our leadership.

# WAHCE Districts



 Shaded counties are non-HCE counties

## WAHCE County Associations by District

### Central (9)

Green Lake  
Lincoln  
Marathon  
Marquette  
Portage  
Shawano  
Waupaca  
Waushara  
Winnebago

### Northeast (8)

Brown  
Calumet  
Door  
Kewaunee  
Manitowoc  
Marinette  
Oconto  
Outagamie

### Northwest (9)

Barron  
Bayfield  
Burnett  
Chippewa  
Douglas  
Dunn  
Polk  
St. Croix  
Sawyer

### Southeast (7)

Dodge  
Fond du Lac  
Kenosha  
Sheboygan  
Walworth  
Washington  
Waukesha

### Southwest (6)

Columbia  
Green  
Iowa  
LaFayette  
Richland  
Sauk

### West (8)

Adams  
Clark  
Jackson  
Juneau  
LaCrosse  
Monroe  
Trempealeau  
Wood



# Wisconsin Association for Home and Community Education, Inc., By-Laws



## ARTICLE I – NAME

The name of this organization shall be the WISCONSIN ASSOCIATION FOR HOME AND COMMUNITY EDUCATION, INC., incorporated May 1978. The term State Association hereinafter shall be defined to mean Wisconsin Association for Home and Community Education, Inc.

## ARTICLE II – FUNCTIONS OF THE STATE ASSOCIATION

**Section 1.** To promote and extend education aimed toward improved family and community life in cooperation with University of Wisconsin Division of Extension Human Development and Relationships Institute staff.

**Section 2.** To extend leadership to county associations in the development of education and community outreach programs.

**Section 3.** To encourage the active participation of all members in carrying out the business and programs of the association.

## ARTICLE III – NONPROFIT EDUCATIONAL AND CHARITABLE ORGANIZATION

The State Association is a nonprofit educational and charitable organization. Any funds received by the Association for carrying out its purposes shall not accrue to the benefit of individual members. Any county association so desiring and meeting the necessary requirements shall become a subordinate of Wisconsin Association for Home and Community Education, Inc., for Internal Revenue Service nonprofit tax exempt 501(c)(3) purposes.

## ENDORSEMENT, SPONSORSHIP AND USE OF TRADEMARK

The State Association is the exclusive owner of the name “Wisconsin Association for Home and Community Education, Inc.” (“WAHCE, Inc.”), and its accompanying service mark. The State Association uses this trade name and the referenced service mark in connection with the services and programs it provides. No member, state, district or county and no non-member organization shall be permitted to use the name, service mark, logo, slogan, design, insignia, emblem, or other identifying characteristics that may now or in the future be generally used in connection with the operation of WAHCE, Inc. without first obtaining approval from WAHCE, Inc.

## ARTICLE IV – DISSOLUTION

The corporation is organized exclusively for: charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such matter, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) as the Board of Trustees shall determine.

## **ARTICLE V – STATE MEMBERSHIP AND DUES**

**Section 1.** Wisconsin Association for Home and Community Education, Inc., will protect and provide redress against discrimination or harassment on the basis of age, race, color, religion, creed, national origin, ancestry, sex, marital status, parental status, pregnancy, sexual orientation, gender identity or expression, cultural identity or expression, disability, veteran status or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin

**Section 2.** Any county which has completed its organization of a County Association shall be eligible for active membership by subscribing to the Bylaws of the State Association and paying annual membership dues.

**Section 3.** The annual dues per member shall be determined by the State Association and is based on membership as of May 1, of the current year, and is payable to the Wisconsin Association for Home and Community Education, Inc., Treasurer by May 15.

**Section 4.** Each county holding membership in this State Association shall be entitled to one voting delegate at the WAHCE Annual Meeting.

## **ARTICLE VI- STATE OFFICERS AND THEIR ELECTIONS**

**Section 1.** The Executive Board of the State Association shall be President, Vice President of Program, Vice President of Family & Community Life, Secretary and Treasurer, each elected for a term of three years.

**Section 2.** There shall be six District Directors, each representing one of the Wisconsin Association for Home and Community Education Districts of the state: Central, Northeast, Northwest, Southeast, Southwest, and West. Each District Director shall serve as a member of the State Association Executive Board representing a respective district for a term of three years.

**Section 3.** There shall be three Committee Chairs: Cultural and Textile Arts, International, and Membership each elected for a term of three years.

**Section 4.** No officer listed in Section 1, 2, and 3 shall be elected for two consecutive terms to the same office.

**Section 5:** If no candidates can be found for an office or Committee Chair, WAHCE President, with the approval of the WAHCE Board, may appoint someone to fill the position for that term.

**Section 6.** WAHCE, Inc. Executive Board shall consist of the Officers and Committee Chairs listed in Article VI, Sections 1, 2, & 3, and the Editor of UPDATE, Marketing Chair, Manual Review and Update, Webmaster and Wisconsin Bookworms Chair who are appointed by the President. All shall have full voting privileges. The immediate Past President serves as an Advisor to the current President and has no voting rights.

**Section 7.** Election and Installation Procedure:

- a. District Directors are elected by their respective district before the Annual Association meeting.
- b. The Nomination Committee prepares a slate of nominees for WAHCE, Inc. Officer and Committee Chair positions.
- c. Installation shall take place at the WAHCE, Inc., Annual Business Meeting and Conference. Executive Board rotation shall consist of the following rotation:

Group 1: Vice President of Program  
(2022) Secretary  
Treasurer  
Membership Chair  
Cultural Arts Chair  
Northeast District Director  
West District Director

- Group 2: President-Elect  
(2023) Vice President of Family & Community Life  
Northwest District Director  
Southwest District Director
- Group 3: President  
(2021) Treasurer-Elect  
International Chair  
Central District Director  
Southeast District Director

**Section 8.** The qualifications for Executive Committee and Committee Chair candidates shall be as follows:

- a. Each candidate for office shall give written consent.
- b. A candidate for President-Elect must have previously served on the State Executive Board in the past five years.
- c. All candidates shall be notified when they have been nominated.
- d. Candidates' resumes will appear in UPDATE prior to the Annual Association Meeting.

**Section 9.** Additional nominations may be made from the floor by any voting delegate in the meeting at which elections are to be held, provided consent has been secured and the candidate has met the qualifications listed in ARTICLE VI, Section 7: a, b, c, and Section 10.

**Section 10.** Elections shall be by ballot at the Annual State Association Business Meeting and require a majority of the votes cast. Terms of office begin January 1.

**Section 11.** If the WAHCE State Association Business Meeting cannot be held in-person, it may be held by absentee ballot following these guidelines:

- a. President prepares the Annual Meeting Notice stating that all business will be conducted by absentee ballot.
- b. The Executive Board, Committee Chairs, District Directors, and all County Presidents shall receive the packet of materials along with a ballot.
- c. A date to submit candidates for officers and/or committee chairs not already on the ballot shall be given.
- d. A deadline to submit the absentee ballot shall be given. That date shall be no more than 14 days from the date the ballot becomes active.
- e. After receipt of all ballots the President shall appoint tellers to count the votes and inform the WAHCE President of the results within 10 days.
- f. President shall then announce the results of all votes within 10 days by sending e-mail notice to the candidates, Executive Board, District Directors and County Presidents.

**Section 12.** All candidates for state officers shall be selected from those who have served or are serving in a Wisconsin Association for Home and Community Education, Inc., leadership position as a member of a county, district, or State WAHCE Board. All candidates must have two endorsements, one from a county officer and one from a district officer. If there is only one nominee for office, the vote shall be taken by a voice vote.

**Section 13.** Vacancies occurring on the Executive Board of WAHCE, Inc., shall be filled as follows: Office of President by Vice President of Program (until the next presidential election) or by President-Elect, if in office. Other vacancies shall be filled by appointment by the WAHCE President and then approved by the Executive Board via e-mail vote or at a regular board meeting. The appointment shall be for the balance of the unexpired term.

## **ARTICLE VII - STATE ASSOCIATION MEETING**

**Section 1.** There shall be an annual meeting of the WAHCE State Association at a time and place to be set by State Association Executive Board.

**Section 2:** In the event the annual meeting cannot be held in-person, it shall be conducted by absentee ballot in accordance with the guidelines in Article VI, Section 11.

**Section 3.** Special meetings of the State Association may be called by the President or by majority of the Executive Board.

**Section 4.** The voting delegates present at any meeting of the Association shall constitute a quorum. Voting delegates shall be the State Executive Board and one voting delegate from each County Executive Board.

## **ARTICLE VIII – STATE ASSOCIATION EXECUTIVE BOARD**

**Section 1.** The general direction of the Association shall be vested in the Executive Board, which will be composed of the Executive Committee of the State Association, the six District Directors, the Committee Chairs, the Marketing, Manual Review and Update, and Wisconsin Bookworms Chairs, Webmaster, and the UPDATE Editor. University of Division of Extension Human Development and Relationships Institute shall appoint a Point of Contact for WAHCE.

**Section 2.** The Executive Board shall meet when necessary to transact business and determine the policies and plans for the State Association during the interim between annual meetings. A majority of the members of the Executive Board shall constitute a quorum.

**Section 3.** Special meetings of the Executive Board may be called by the President or by majority of the Executive Board.

**Section 4.** Email Voting: The following guidelines shall govern this means of communication:

1. The President shall call the meeting to order with a message containing a subject line that says “Meeting called to Order” and begin the body of the email with that language and will contain the reason for having the meeting, present the motion which has already been seconded, and include all materials that support the necessity for the meeting.  
I, \_\_\_\_\_, move that, \_\_\_\_\_ (wording of motion) \_\_\_\_\_. Seconded by: \_\_\_\_\_
2. The motion shall be stated in the email and members given an opportunity to respond to the motion. A vote is then taken within 72 hours of the call to order of the meeting. A quorum of votes (one-half of the membership of the WAHCE, Inc., Board, plus one) is required for the meeting to be valid. The email meeting is automatically adjourned at the expiration of 72 hours. Board Members shall “reply to all” when sending in their response.
3. The President shall tally the votes at the end of the 72-hour period and inform all in attendance at the meeting of the response of the vote at that time.
4. The “minutes” of the email meeting shall be read into the record of the next WAHCE, Inc., Board of Directors meeting.

**Section 5.** A budget shall be prepared at the July Executive Board Meeting and submitted to the Association for acceptance at the annual meeting.

## **ARTICLE IX – APPOINTED COMMITTEES/CHAIRS**

**Section 1.** A Committee of Minutes consisting of the Secretary (as Chair), the President, Vice-President of Program, and Vice-President of Family & Community Life shall correct the working copy of the minutes of the Executive Board and Annual Business Meeting.

**Section 2.** All Committee Chairs shall have voting rights if they are members of the Executive Board. The following committees shall be appointed annually by the President:

- **Conference Committee:** The WAHCE President will appoint Conference Chair and Co-Chair. Appointee(s) may be a past District Director, current District Director, Director-Elect or any other WAHCE member. The Committee is appointed three years prior to conference and serves for three years. The Conference Registrar is part of this committee. Registrar is appointed for a 3-year term. Registrar is not a voting member of the WAHCE Board.
- **Finance:** Committee to include: WAHCE President, Treasurer, and Past President. It shall also include President-Elect, Treasurer-Elect.
- **Manuals Review and Update:** Out-going officer and committee chair manuals will be reviewed in July by the committee so they are up to date when given to incoming officers. Committee will consist of an appointed Chair, Webmaster, and Secretary.
- **Marketing:** The WAHCE Marketing Chair is an appointed position. The term is three years. Marketing Chairs may be appointed/elected by each county or district.
- **Nominating:** This committee shall consist of the six District Directors. A member of the previous year's committee will be appointed chair by the President.
- **Scholarship:** Chairman shall be appointed by the WAHCE President. Committee shall be chaired by a member of previous year's committee plus three additional members.
- **UPDATE:** Editor shall be appointed by the WAHCE President with the approval of the Executive Board. Committee shall consist of UPDATE Editor and publisher.
- **Website:** The Webmaster shall be appointed annually by the President. Committee consists of three board members plus the Webmaster.
- **Wisconsin Bookworms:** Shall consist of a Chair, appointed by the President for a three-year term. Wisconsin Bookworms committee members representing districts in the state are appointed/elected by the district.

**Section 3.** The Bylaw Revision Committee shall be appointed in the second year of the President's term of office; recommendations for revisions shall be submitted to the Executive Board for approval, before presentation to the State Association for a vote.

**Section 4.** A Rules and Manual Revision Committee shall be appointed in the third year of the President's term of office, recommendations for revisions shall be submitted to the Executive Board for approval. The revisions will be presented to the Board at the July Meeting for approval so that the Board Manual may be prepared in time for the November Meeting.

### **Section 5. ELECTED COMMITTEES/CHAIRS**

- **Cultural and Textile Arts:** Shall consist of a Chair, elected for a three-year term, nonrenewable. The other committee members are Cultural Arts persons appointed/elected by the districts.
- **International:** Shall consist of a Chair, elected for a three-year term, nonrenewable. The Chair shall work directly with county and district (if applicable) to promote international understanding and our affiliation with ACWW and other worldwide organizations.
- **Membership:** Shall consist of a Chair, elected for a three-year term, nonrenewable. Committee members representing each district in the State Association are appointed/elected by the district.

## **ARTICLE X- STATE EDUCATIONAL PROGRAM**

**Section 1.** The Vice-President of Program and the Vice-President of Family and Community Life will co-chair the WAHCE Educational Program. The Extension Point of Contact assists the Vice-Presidents and the Executive Board in developing the educational programs and providing training opportunities.

**Section 2.** The State educational program will work with issue areas provided by WAHCE Point of Contact from UW Madison Division of Extension Institutes and selected by WAHCE Vice President of Program and the Vice President for Family & Community Life with the approval of the Executive Board.

## **ARTICLE XI - DISTRICTS OF THE STATE ASSOCIATION**

**Section 1.** The state is divided into six districts. The District Director who is elected by representatives of the County Associations in the district is a member of the Executive Board. The District Director is responsible for the implementation of the State Association functions in the district and provides communication between the County and State Associations.

**Section 2.** Voting members shall consist of the County Presidents or their representative, District Director, District Secretary, District Treasurer; and Standing Committee Chairs.

### **Section 3. OFFICERS AND ELECTIONS:**

- The officers of the district shall be the District Director, Secretary and Treasurer, or Secretary/Treasurer; and District Standing Committee Chairs.
- A Director-Elect shall be elected one year before the expiration of the Director's term and shall be installed at the Annual Business Meeting and Conference prior to the three-year term.
- Secretary, Treasurer, or Secretary/Treasurer shall serve only at the district level unless performing the duties of the District Director in case of absence, disability or delegation.
- Elections to take place at a district meeting.

**Section 4.** The immediate past District Director or appointee shall serve as chair of the District Nominating Committee. Two other members shall be appointed by the District Director.

**Section 5.** Those who are serving or have served recently as members of a County Association for Home and Community Education Executive Board or who have had county leadership experience are eligible to be nominated for the offices of District Director-Elect or Secretary and/or Treasurer.

**Section 6.** All potential candidates shall be contacted by the County President and/or Nominating Committee for consent prior to being nominated for an office.

**Section 7.** Additional nominations may be made from the floor by any voting delegate at the time election is to be held, providing consent at the meeting has been secured from candidate and candidate meets necessary qualifications. This information should be given to the Nomination Committee Chair for review prior to the election at the District Meeting.

**Section 8. VACANCIES:** Vacancies in the office of the District Director shall be filled by the District Secretary until the next district business meeting, except the year a Director-Elect is in office. Vacancies in the office of the District Secretary and/or Treasurer shall be filled by an appointment by the District Director to finish the term. If there is a vacancy in both these offices, the State President shall appoint replacements from past or present county officers of the district to finish the term.

**Section 9. DISTRICT MEETINGS:** Meetings shall be held as necessary in each district according to the discretion of the State Association and/or district membership.

**Section 10.** Policies and educational programs of the State Association Executive Board shall be implemented.

**Section 11.** Recommendations of pertinent concern to be made through the District Director.

**Section 12.** Collect Pennies for Friendship.

## **ARTICLE XI-A – COUNTIES OF THE STATE ASSOCIATION**

**Section 1.** Each district of the state organization consists of counties within that district.

**Section 2.** Required officers of the county organization are President, Secretary and Treasurer, or combination thereof.



**Section 3.** Since county organizational structure may vary, standing committees will be the county's option.

**Section 4.** Length of terms of office shall be governed by each county.

**Section 5.** State membership dues are payable to the WAHCE Treasurer by May 15<sup>th</sup> each year based on membership count as of May 1<sup>st</sup> of the current year. County's failure to pay state dues by May 15<sup>th</sup> may be cause for dissolution.

## **ARTICLE XII – TERMINATION OF OFFICE OR APPOINTMENT**

- A WAHCE officer or Committee Chair's term may be terminated by a 2/3 majority vote of the WAHCE Executive Board.
- A district officer or Committee Chair's term may be terminated by a 2/3 majority vote of the district voting delegates.
- A 30-day notice of possible termination must be given to both voters and person involved.
- Causes for removal from office are:
  1. Continued, gross or willful neglect of the duties of the office.
  2. Failure or refusal to disclose necessary information on matters of organization business.
  3. Unauthorized expenditures or misuse of organization funds.
  4. Unwarranted attacks on the officers/leaders or refusal to cooperate.
  5. Misrepresentation of the organization and officers to outside persons.

## **ARTICLE XIII – AUTHORITY IN PARLIAMENTARY LAW**

The rules contained in the latest edition of Robert's Rules of Order-Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the WAHCE Bylaws. A Parliamentarian shall be present at the Wisconsin Association for Home and Community Education, Inc., Annual Meeting.

## **ARTICLE XIV – AMENDMENTS**

The bylaws may be amended by majority of the ballots cast at any regular meeting of the State Association or by mail, provided notice of the proposed amendments has been sent to the voting delegates thirty (30) days prior to the time of voting.